

SFSP Application Guide

Please use the screen shots below as a guide to fill out the SY 21 Summer Application

Does Sponsor claim Non-Profit status? Yes No
Did Sponsor participate last year? Yes No
Does the Sponsor provide an ongoing, year-round service to the community? Yes No *If no, contact DOE*
Does Sponsor receive funding from other federal programs?
Child and Adult Care Food Program : Yes No
USDA Food Distribution Program : Yes No
School Meals : Yes No
Special Milk Program(SMP) : Yes No
Date of your SFSP Staff Training / First Date of Training : (MM/DD/YYYY)

Select the USDA programs you operate.

Enter date staff will be trained on Civil Rights and other applicable SFSP program duties in 2021 (future date needed).

Are you requesting an Advance? Yes No
Will Sponsor be contracting with a Food Service Management Company (FSMC)? Yes No
Will Sponsor be contracting with a School (including Universities) for Meals? Yes No
Has the State Division of Health Engineering, Department of Human Services(DHS) been notified of your intention to operate? Yes No *If no, contact DHS*
Did any of the personnel work for another SFSP or FSMC? Yes No
If yes, give name of person, address of sponsor or FSMC and dates of employment there :

If you have staff that are working for another Summer Sponsor or FSM company enter names here.

Name of person Authorized To :
Approve purchases or rentals :
Approve the number of work hours for employee's :
Schedule, Supervise, review reports and conduct corrective actions :
Will you receive income from funding sources other than the USDA to help finance the Summer Meals?

First Name	Last Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

List the person that approves the following for the Nutrition Program (can be the same person for all).

Will you receive income from funding sources other than the USDA to help finance the Summer Meals?

Yes No

If yes, please provide source and amount:

Source	Amount
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

If you have received funding from outside the nutrition program (such as grant funding) for SY 21 enter here.

Will sponsor limit or deny admission because of race, color, age, sex, disability, or national origin?

Yes No

Describe how and when the Public Release Statement will be announced:

Projected Operational Salaries

Enter how many positions with each title.

Add the total hours per-day under each title.

Title	Persons	# Hours Per Day	Projected Salary
FoodDirector/Manager	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
Cook	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
Cook Assistant(s)	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
Site Supervisor(s)	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
Site Assistant(s)	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
TOTAL			\$ <input type="text" value="0"/>

The projected salary is the amount paid to each "title" during the summer program. For 2021 this will be the remainder of the school year or school year and summer months together.

Example: 2 cook positions at 6 hrs. and 8 hrs. a day = 14hrs per day. Salary of \$20,000 and \$25,000 9 months for = 45,000 projected salary for the 2 cook positions.

Projected Administrative Salaries

Title	Persons	# Hours Per Day	Projected Salary
Director	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
Coordinator	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
Financial manager /Account	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
Monitor	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
Clerk /recordkeeper	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
Other	<input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>
TOTAL			\$ <input type="text" value="0"/>

Calculate the same as above. only enter the director/food service manager's hours and salary under Operational salaries or Administrative but not in both places.